



Touseef Nawaz

Date of birth: 09/08/1996

Nationality: Pakistani

Gender: Male

CONTACT

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ABOUT ME

I am highly motivated and determined person, eager to learn more and Always willing to share knowledge, therefore looking for a challenging position in a progressive

Educational institution with an open, diverse and creative research and working environment

WORK EXPERIENCE

● **01/04/2013–10/11/2016** Jhang, Pakistan

● **Computer Operator** Superior Group of Colleges

"I proudly served as a Computer Operator at Superior College, Jhang, from 2013 to 2016. During this time, I efficiently managed critical data, provided technical support, and ensured the seamless operation of computer systems.

● **12/2021–11/2022** Faisalabad, Pakistan

● **Work in process control** Masood textile mill

"As a WIP Officer at Masood Textile from 2021 to 2022, I played a pivotal role in optimizing production processes, managing work-in-process inventory, and ensuring seamless operations.

EDUCATION AND TRAINING

● **2016 – 2020** Faisalabad, Pakistan

● **Bachelor in computer science** Government College University, Faisalabad

● **2012 – 2014** Faisalabad, Pakistan

● **HSSC – BISE** Faisalabad, Pakistan

2009 – 2011, Pakistan

● **SSC**, BISE Faisalabad, Pakistan

● **03/2014- 07/2014** vocational Training Institute jhang

Application Database Punjab vocational Training Council

● **05/2021-09/2021**

● **CCNA** Faisalabad, Pakistan

● **Hotel Marketing& HRM**

04/2022-03/2024 Skill Professional Education Council

LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu

OTHER LANGUAGE(S): English

DIGITAL SKILLS

Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, Microsoft Teams | Digital Assessment Tools (Google Forms) | Data analysis |(Microsoft | Excel)| Office work | HRM | Administration

ADDITIONAL INFORMATION

Honours

● **01/04/2013-10/11/2016** Superior Group of Colleges Jhang.

● **Best Operation clark**

12/01/2021-25/11/2022 Masood textile mill

● **Best Administration**

Management and leadership skills

● **Achievement** I have owned my management and leadership skills by fostering open communication and empowering my team to achieve their full potential.

● **Network:** Connect with other leaders to share insights and best practices.

By focusing on these areas and regularly evaluating your progress, you can enhance your Management and leadership skills effectively.